

Sapperton Village Hall – Terms and Conditions (T&C's)

Thank you for your interest in hiring Sapperton Village Hall

Please return this form in conjunction with the booking form to the Sapperton Village Hall booking administrator who will contact you at her earliest convenience with regards to your booking

By email: sappertonvillagehall@gmail.com

SAPPERTON VILLAGE HALL- TERMS AND CONDITIONS OF HIRE

SVHTC =Sapperton Village Hall Trustees Committee
The Accident Book and first aid kits can be found in the Kitchen

1. BOOKING CONDITIONS

1.1 The Sapperton Village Hall Trustees Committee (SVHTC) reserves the right to refuse any booking or to impose additional conditions.

1.2 The SVHTC undertakes to make every effort to honour all confirmed bookings; however in the event of exceptional circumstances the Committee reserves the right to cancel a booking after advising the hirer. No claims for any losses incurred by the hirer as a result of such a cancellation will be considered.

1.3 The Hirer and those taking part in the function must comply with all directions given by the SVHTC for the safety and security of the Hall, its contents and all persons using the facilities.

2. PAYMENT

2.1 Please return the completed booking form with agreed deposit, which will be forfeited in the case of cancellation or if the hall is not left clean & tidy (unless cleaning arrangements have been made). Cheques should be made payable to Sapperton Village Hall. **The balance must be paid, in full, 4 weeks prior to the event. This does not include cheque clearance time.**

3. SUPERVISION:

3.1 The Hirer must take all reasonable precautions to ensure the safety and security of all parts of Sapperton Village Hall including, furniture, fittings and the fabric of the building, inside and out.

3.2 The Hirer must exercise effective control at all times to prevent any dangerous or disorderly conduct.

3.3 The Hirer undertakes to appoint a sufficient number of competent persons, aged 18 or over, to provide adequate supervision throughout the hiring to ensure the provisions and stipulations referred to in the Hall conditions and any applicable licences are complied with.

4. USE OF PREMISES:

4.1 The Hirer shall not use the premises for any purpose other than that described in the hiring agreement and shall not sub-hire or use the premises or allow the premises to be used for any unlawful purpose or in any unlawful way, nor do anything or bring onto the premises anything which may endanger the same or render invalid any insurance policies in respect thereof.

5. CARE OF PREMISES AND PROPERTY:

5.1 No application will be accepted from any person under the age of 18.

5.2 The Hirer will be responsible for any damage, loss or breakages caused to the building or its contents during the letting.

6. LIABILITY:

6.1 The SVHTC will not accept responsibility or liability in respect of damage to, or loss of, any property or items whatsoever placed in or left on Hall premises, including the garden.

6.2 The SVHTC will not accept liability for any injury sustained by the hirer, his/her guests or other persons attending the function for which the premises have been hired.

7. ACCESS BY SVHTC MEMBERS:

7.1 The SVHTC reserve the right, if deemed necessary, to enter the Hall at any time during the hire period.

7.2 Any member of the SVHTC may bring a halt to the proceeding in the event that any of the regulation's within the Terms and Conditions have been, or likely to be broken. This can include, but not limited to, selling or supplying alcohol to under age persons or persons who are in a drunken state, the fabric of the Hall is under threat, noise or disorderly conduct is likely to disrupt the local community. In the unlikely event this occurs the hirer shall forfeit all deposits and hire fees automatically.

8. CONSUMPTION OF ALCOHOL:

8.1 If alcohol is to be sold or consumed during any function, the Hirer must complete and sign the relevant section of the Booking Form indicating their agreement to abide by the conditions of the Licensing Act 2003 and the Hall's own conditions, which are:

- Alcoholic Drink must not be sold or given to persons under the age of 18. Proof of age must be obtained in cases of doubt.
 - Alcoholic Drink must not be sold or given to persons who show signs of being drunk.
 - The event must be conducted in such a way as to maintain good public order.
- The SVHTC reserves the right to require the Hirer to obtain their own license direct from Cirencester District Council using the Temporary Event Notice (TEN) process. The terms of the license must be strictly adhered to and the person booking the Hall will be held personally responsible for any breach of the license. The TEN along with Premises Age Verification Policy must be displayed clearly at the event.

8.2 Age Verification Policy

The Hall's Age Verification Policy is posted on the Hall Notice Board. A copy will be supplied to any Hirer who has requested permission to sell or supply Alcoholic Drink at their event.

9. GAMING, BETTING & LOTTERIES

9.1 The Hirer shall ensure that nothing is done on or in relation to the premises in contravention of the law relating to gaming, betting and lotteries.

10. REMOVAL OF PROPERTY:

10.1 Property belonging to the Hall must not be removed from the premises under any circumstances. No equipment is to be taken outside the building except by specific approval of SVHTC Trustees.

11. MAXIMUM NUMBER

11.1 The Hirer must ensure that the number of persons attending the event will never exceed 120 persons.

12. FIRE SAFETY PRECAUTIONS:

12.1 The Hirer shall be given a copy of the document entitled "Fire Precautions & Fire Evacuation Procedures", and undertakes to comply with its provisions, which form part of the Terms and Conditions of Letting.

12.2 All parts of the Hall are No Smoking areas.

13. SAFETY OF ELECTRICAL EQUIPMENT:

13.1 All electrical equipment brought into the Hall by the Hirer must comply with current electrical safety standards.

14. CAR PARKING:

14.1 Parking facilities are limited and it is advisable to ensure that cars are parked in an orderly manner to ensure maximum usage. All parking should be considerate to local residents and emergency services

14.2 Parking is at owners risk.

15. HEALTH, SAFETY & FOOD HYGIENE:

15.1 The Hirer shall, if preparing, serving or selling food, observe all relevant food, health and hygiene legislation and associated regulations.

15.2 The Hirer shall ensure that no animals (including birds and reptiles) except Guide Dogs are brought into the building, other than with special approval of the SVHTC. At no time shall animals be allowed to enter the kitchen.

16. ACCIDENTS & DANGEROUS OCCURENCES:

16.1 The Hirer must report all accidents involving injury to the public to a member of the SVHTC **as soon as possible** and complete an Accident Form which can be found in the Kitchen.

16.2 Any spillages must be cleared up immediately to prevent accidents. Equipment for this can be found in the kitchen.

16.3 Tables and chairs must be stacked carefully and not above chest height.

16.7 The Hirer must take full responsibility for First Aid cover.

17. COMPLIANCE WITH LEGISLATION & LICENCES:

17.1 It is the Hirer's responsibility to obtain any relevant licenses and insurances and to abide by the terms of them.

17.2 The Hirer must ensure that the number of persons attending the event will comply with relevant licenses.

17.3 The Hirer must ensure that they have the right to perform any copyright material. By signing the booking form the Hirer indemnifies the SVHTC against any liabilities for infringement of copyright.

17.4 Compliance with the **Children Act 1989** : The Hirer shall ensure that any activities for children under eight years of age comply with the provisions of The Children Act of 1989 and that only fit and proper persons who have passed the appropriate Criminal Records Bureau (CRB) checks have access to the children. Checks may also apply where children over eight and vulnerable adults are taking part in activities. The Hirer shall provide the SVHTC with a copy of their CRB check and Child Protection Policy on request but in all cases the Hirer agrees to assume sole responsibility for the safety and well-being of any children and vulnerable adults attending their events.

18. NOISE AND NUISANCE:

18.1 The Hirer must ensure that nothing is done that will cause nuisance or annoyance to the occupiers of properties in the vicinity of the Hall.

18.2 All events must normally finish by midnight unless permission has been sought from and granted by the Committee for a later finish. Music will cease by 11.30pm.

19. TIDYING THE HALL AFTER USE:

19.1 All parts of the Hall must be left in a clean and tidy condition and the Hirer is requested to ensure that the condition of the Hall as far as possible is left as found on arrival All rubbish should be placed in the black plastic bags provided (in the kitchen) and taken away by the Hirer.

20. PUBLIC SAFETY COMPLIANCE

20.1 The hirer shall comply with all conditions and regulations made in respect of the premises by the Local Authority, the Licensing Authority, the Hall's Fire Risk Assessment and the Hall's Health, Safety and Fire Policy or otherwise in connection with any event which constitutes regulated entertainment, at which alcohol is sold or provided or which is attended by children.

Fire Precautions & Evacuation Procedures

Guidance for Hirers

We have a duty of care to ensure that all persons hiring the hall are aware of their responsibilities in the event of fire. Hirers must read these Fire Precaution and Fire Evacuation procedures prior to an event and ensure that they are complied with in the event of fire. Compliance with these procedures is a condition of Hire and forms part of the Terms & Conditions of Hire.

1. STEWARDS

Public Events Organised by SVHTC

Nominated members of the SVHTC Committee will act as stewards during public events. Not less than TWO attendants will be on duty in the building the whole time members of the public are present. Each steward will be provided with an efficient torch during evening events.

Private Hire

If the event is not one in which the SVHTC is involved, then the organisers of that event will be responsible for nominating a senior steward and at least TWO stewards, all of whom must be aged 18 or over.

Each exit from the hall should be in the charge of a steward.

2. FIRE PREVENTION

Under no circumstances are candles, fireworks, barbeques or bonfires allowed in any part of the Hall or Grounds unless agreed by the SVHTC.

All fire doors must be kept closed at all times.

All fire escapes, gangways, corridors and external passageways intended as exits must be kept free from obstruction. All doors normally kept locked will be unlocked during public events.

Any waste material must be removed from the premises at the end of the hire as this is a fire hazard.

The areas around the fire exit doors must be kept clear both internally and externally.

All appliances are tested annually under PAT regulations. However should you observe any wear and tear or faults please report these to the hall bookings clerk when you return the key.

The hall is a dedicated **NON SMOKING** venue. Please ensure that any users are aware of this condition.

3. FIRE EXITS & FIRE FIGHTING EQUIPMENT

Fire Exits:

Please ensure that you familiarise yourself with the location of exits, fire exits and fire extinguishers and the fire assembly point.

Fire-Fighting Equipment

The SVHTC provides fire-fighting equipment for the safety of all who use the hall. It is our policy to advise all users in the event of the discovery of a fire to **GET OUT & STAY OUT**. However should the fire stand between you and your route of escape, the extinguishers are provided for use.

4. EMERGENCY ROUTINE

Raise the Alarm

Once a smoke alarm sounds anyone can also raise an audible oral alarm message.

Mobilisation

Special assistance should be given to children and any person suffering any physical or mental impairment such as mobility issues, visual or hearing impairment. Stewards should ensure that they are made aware of any danger and that they are evacuated from the building.

Evacuate the hall

Ensure that all ancillary areas such as the kitchen, upstairs room and toilets are also evacuated.

Summon the Fire Brigade

There is a public telephone box outside the building after turning left outside the gate.

Fire Assembly Point

The Fire Assembly Point is at the illuminated Telephone Box after turning left outside the Village Hall gate.

We hope that you will find these instructions helpful and wish you an enjoyable, and above all safe, experience in our hall.

The Sapperton Village Hall Trustees Committee (SVHTC)

Premises Age Verification Policy

This policy applies in relation to the sale or supply of alcohol on the following premises

Name of premises:

Sapperton Village Hall

Address of premises:

**Sapperton
Nr Cirencester
Gloucestershire GL7 6LE**

Name of premises license or Temporary Event Notice (TEN) holder:

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Name of designated premises supervisor:

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The premises license holder must ensure that an age verification policy applies to the premises in relation to the sale or supply of alcohol. This must as a minimum require individuals who appear to the responsible person to be under the age of 18 years of age to produce on request, before being served alcohol, identification bearing their photograph, date of birth, and a holographic mark. This can include, for example:

- A photo card driving license
- A passport
- A proof of age card bearing the PASS hologram

Responsible Persons

For the purposes of this policy the following are considered to be responsible persons:

- the holder of the premises license;
- the designated premises supervisor;
- a person aged 18 or over who is authorised to allow the sale or supply of alcohol by an under 18; or
- a member or officer of a club present on the club premises in a capacity which enables him or her to prevent the supply in question.

Further Guidance

By selling alcohol to a person who is under 18 it is YOU that commits the offence as well as the customer. Persistently selling of alcohol to children is defined as selling alcohol on the same premises to a person who is under 18 on two or more occasions within a single three month period. Currently there are three avenues by which action can be taken against those found to be persistently selling alcohol to children.

The license holder, if prosecuted, can plead not guilty and go to court and if found guilty can be given a fine of up to £10,000 with up to 3 months suspension of the alcohol license.

As an alternative to prosecution, the police or trading standards officers can give the license holder the option to voluntarily accept a 48 hour closure notice rather than face criminal liability.

The police can make a representation to the relevant licensing authority to ask them to review the license. This

can also happen in addition to options 1 and 2.

The premises license holder must ensure that staff (in particular staff who are involved in the supply of alcohol) are made aware of the existence and content of the age verification policy applied by the premises.

Signed.....

PREMISES LICENCE or Temporary Event Notice (TEN) HOLDER

Date.....